

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 21-111

28 OCTOBER 2010



Maintenance

**ADVANCED MAINTENANCE AND
MUNITIONS OFFICER EDUCATION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading from the e-Publishing website at www.e-publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: HQ ACC/A4Q

Supersedes: AFI21-111, 25 July 2005

Certified by: HQ USAF/A4L
(Maj Gen Robert H. McMahon)

Pages: 32

This instruction implements AFD 21-1, *Air and Space Maintenance*. It is the basic Air Force directive for the Advanced Maintenance and Munitions Officers Education Program (AMMOEP) and forms the basis for the USAF Advanced Maintenance and Munitions Officer School (USAF AMMOS). The organization, responsibilities, and procedures for the AMMOEP are detailed in this instruction. Additionally, the USAF AMMOS student selection and graduate management program is described in this instruction. This instruction applies to all units involved with the employment of Air Force forces, including Air Force Reserve and Air National Guard (ANG) units, except where noted otherwise. All subordinate organizations, including individual units, may supplement this instruction to cover unique requirements. Forward supplements to HQ ACC/A4Q. Send comments and suggested improvements to this publication on AF Form 847, Recommendation for Change of Publication, through channels, to HQ ACC/A4Q, 130 Douglas Street, Suite 210, Langley AFB, VA, 23665-2789. E-mail address is: ACCLGOT@LANGLEY.AF.MIL.

This instruction requires collecting and maintaining information protected by the Privacy Act (PA) of 1974 authorized by 10 USC 8013 and Executive Order 9397 as amended by Executive Order 13478, Amendments to Executive Order 9397 Relating to Federal Agency use of Social Security Numbers, November 18, 2008. Forms affected by the PA have an appropriate PA statement. The applicable Privacy Act System Notice(s) is available online at: <http://www.defenselink.mil/privacy/notices/usaf>. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Disposition Schedule located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This publication has been revised to reflect changes in establishing AFOCD requirements to support Basic, Tier 1, and Tier 2 SEI and approval into AFOCD. It also redefines roles and responsibilities of AMMOS graduates.

Chapter 1—GENERAL GUIDANCE	4
1.1. Objective and Scope:	4
Chapter 2—USAF AMMOS RESPONSIBILITIES AND POLICIES	5
2.1. Purpose:	5
2.2. Responsibilities:	5
2.3. Policies:	9
2.4. TTP Development Program:	9
Chapter 3—USAF AMMOS SELECTION PROCESS	10
3.1. Purpose:	10
3.2. Responsibilities:	10
3.3. Active Duty Nomination Procedures:	12
3.4. ARC Nomination Procedures:	13
Chapter 4—USAF AMMOS GRADUATE UTILIZATION AND RESPONSIBILITIES	16
4.1. Purpose:	16
4.2. AF/A4L will:	16
4.3. HQ ACC/A4Q will:	16
4.4. Maintenance Group Commander (MXG/CC) or equivalent will:	16
4.5. USAF AMMOS Graduates:	17
Table 1.1. Suggested USAF AMMOS MMA lessons.	17
Chapter 5—USAF AMMOS GRADUATE MANAGEMENT	19
5.1. Tier System:	19
5.2. Award of Special Experience Identifier (SEI):	19
5.3. USAF AMMOS graduate assignments:	20
5.4. USAF AMMOS Continuing Professional Development:	20
Table 2.1. USAF AMMOS Graduate Tiers.	20
Chapter 6—GRADUATE FEEDBACK SURVEY AND GRADUATE ASSESSMENT PROGRAM	22
6.1. Purpose:	22

6.2. Development and Responsibilities:	22
Chapter 7—RECORDS MANAGEMENT	24
7.1. Records Management:	24
7.2. Prescribed and Adopted Forms:	24
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	25
Attachment 2—USAF ADVANCED MAINTENANCE AND MUNITIONS OFFICERSCHOOL NOMINATION	27
Attachment 3—NOMINATION LETTER OF ENDORSEMENT	29
Attachment 4—REQUIREMENTS FOR AWARD OF 3RD USAF AMMOS SEI	30
Attachment 5—REQUIREMENTS FOR AWARD OF 3RD USAF AMMOS SEI	32

Chapter 1

GENERAL GUIDANCE

1.1. Objective and Scope: This instruction specifies the responsibilities associated with the selection and management of all USAF AMMOS candidates and graduates. Due to the diversity of missions throughout the Air Force, this instruction provides only common, required actions. Specific programs may require MAJCOM, NAF, wing, maintenance group, or squadron supplements to this instruction. A graduate of the USAF AMMOS possesses the knowledge and skills necessary to provide expert advice on logistics related requirements, plans, applications, and issues at AEF lead wings, numbered air forces (NAFs) and unified commands. The graduate is trained in and is familiar with operational and expeditionary maintenance and munitions tactics, techniques and procedures, air operations center (AOC) operations, AFFOR Staffs, logistics combat employment, and Combat Air Force (CAF)/Mobility Air Force (MAF)/Special Operations Forces (SOF) combat support TTPs.

1.1.1. History: USAF AMMOS was developed due to maintenance and logistics lessons learned during Operation ALLIED FORCE. The conceptual framework was to create highly skilled operational logisticians with the wartime skills capable of mobilizing, bedding down, employing, sustaining, redeploying, and reconstituting combat air power and the support functions associated with combat airpower. Additionally, USAF AMMOS was designed to develop and present logisticians to the war fighting commander. These logisticians possess the special expertise in the application of expeditionary logistics, an understanding of Command and Control nodes, and the ability to critically think through problems to determine and/or recommend the appropriate courses of action.

1.1.2. Mission: Provide mid-level company grade officers graduate-level tactical expertise in “maintenance, munitions, and logistics skill sets” under the construct of the USAF Agile Combat Support master processes (see Table 1.1.). Develop officers with the ability to expand USAF combat capabilities, through the production of combat airpower, instruction to their fellow officers and senior noncommissioned officers, providing advice to the personnel they serve with, and the ability to operate in the joint environment.

Chapter 2

USAF AMMOS RESPONSIBILITIES AND POLICIES

2.1. Purpose: USAF AMMOS conducts the most advanced and comprehensive training of expeditionary combat support processes in the USAF in order to develop highly skilled 21 A/M officers capable of integrating all facets of Agile Combat Support anywhere in the world. The school's teaching focus will include all logistics aspects of mobilization, deployment, bed down, sustainment, combat employment, redeployment, reconstitution, and the command and control aspects relative to each of these operational phases to provide the most capable combat support to an air campaign.

2.2. Responsibilities:

2.2.1. The 21A/M Developmental Team (DT) provides USAF AMMOS its vector and objectives.

2.2.2. The USAF AMMOS Commandant (CO) will:

2.2.2.1. Determine long term vision of the USAF AMMOS course and ensure the curriculum represents the appropriate strategic aims set forth by the ACC/A4.

2.2.2.2. Supervise overall development, refinement, and execution of the USAF AMMOS curriculum, approve lesson plan objective changes, and approve all new or revised lesson plans resulting in a change of a lesson objective.

2.2.2.3. Ensure the following events are accurately scheduled for each USAF AMMOS class: Class start date, all course objectives, exams, research paper events, student feedback sessions, physical fitness testing (PFT) events, off-site training (OST), distinguished visitors (DV), guest speakers or instructors, Mission Employment Exercise (MEX), and graduation.

2.2.2.4. Route approved class start and graduation dates to ACC/A4Q for distribution to MAJCOMs and inclusion into the Air Force Formal Training database.

2.2.2.5. Ensure DVs are scheduled for the first day of the course, MEX, guest Maintenance Group Commander Panel and USAF AMMOS graduation speaker.

2.2.2.6. Ensure minimum passing score of 80% is maintained for all USAF AMMOS graded measurements.

2.2.2.7. Review and approve list of students eligible to receive Distinguished Graduate (DG), Academic Award honors, Student Writing Award, and Fitness Award.

2.2.2.8. Approve all student academic probations and notify MXG/CC (or equivalent O-6) and ACC/A4Q.

2.2.2.9. Review and approve/disapprove all USAF AMMOS Director of Operations (DO) recommendations for academic disenrollment.

2.2.2.10. In the event of a student disenrollment, the USAF AMMOS/CO will:

2.2.2.10.1. Notify student's MXG/CC (or equivalent O-6) and ACC/A4Q to explain the rationale of disenrollment action once the decision is made.

- 2.2.2.10.2. Direct the student to complete out-processing checklist and return to home station.
- 2.2.2.10.3. Ensure accurate completion of an AF Form 475, *AF Training Report*, in accordance with (IAW) AFI 36-2406 on all students.
- 2.2.2.11. Scrutinize student Self-Initiated Eliminations (SIE) and coordinate with the owning MXG/CC (or equivalent O-6) on all potential SIEs.
- 2.2.2.12. Approve the Master Course Listing (MCL), primary instructor lesson assignments, and workload balance.
- 2.2.2.13. Approve instructor initial certifications and re-certifications.
- 2.2.2.14. Appoint the Instructor Supervisor (IS) in writing.
- 2.2.2.15. Provide oversight for the USAF AMMOS research paper program.
- 2.2.2.16. Determine which student papers to publish on the USAF AMMOS website, with the recommendation of the research paper committees.
- 2.2.2.17. Send electronic Staff Summary Sheet with ACC/A4 cover letter and background paper to ACC/A4Q no later than 60 days prior to the next class' selection board requesting ACC/A4 solicit research paper topics from the field.
 - 2.2.2.17.1. ACC/A4Q will establish 30-day suspense for field units to respond to topic call message.
- 2.2.2.18. Implement and oversee USAF AMMOS physical training program.
 - 2.2.2.18.1. Take appropriate disenrollment or administrative actions for those students and active duty cadre/staff who fail the Air Force Physical Fitness Test (PFT).
 - 2.2.2.18.2. If a student selected to attend USAF AMMOS is in the poor fitness category, coordination is required between the USAF AMMOS/CO, USAF AMMOS/DO and the student's unit commander to determine if the member's monitored fitness improvement program (FIP) can be supported while attending USAF AMMOS. FIP sessions must not conflict with the academic rigors of USAF AMMOS.
- 2.2.2.19. Ensure USAF AMMOS cadre members are rotated between flights annually in accordance with rank and professional development requirements. Senior cadre members should be assigned as DO, Academics Flight Commander, Tactics Flight Commander, and Mission Support Flight Commander.
- 2.2.2.20. Ensure USAF AMMOS cadre members rotate a portion of the lessons they teach, on a recurring basis, in order to keep the lessons relevant, mitigate the potential for stagnation, and aid in continued professional development.
- 2.2.2.21. Select all USAF AMMOS cadre members. Coordinate with USAF AMMOS/DO and AFPC/DPASL when selecting cadre members.
 - 2.2.2.21.1. Select USAF AMMOS cadre members from ideal USAF AMMOS graduate representatives. Ideal graduate representatives will meet or exceed USAF

fitness standards, possess exceptional verbal/written communication skills, and maintain impeccable military standards.

2.2.2.21.2. Balance cadre member experience among CAF/MAF/SOF aircraft maintenance backgrounds, conventional/nuclear munitions maintenance backgrounds, and logistics/supply backgrounds.

2.2.2.21.3. Take into consideration an appropriate balance of time-in-grade for all cadre members.

2.2.2.21.4. When possible, ensure an officer with conventional/nuclear munitions maintenance experience is assigned to the Tactics Flight during the years when a Munitions-oriented Aircraft Maintenance/Munitions Tactics Conference (AMMTAC) and Munitions TTP rewrite conference will take place.

2.2.2.21.5. Instructor assignments at USAF AMMOS will be limited to 2 years. There may be extenuating circumstances where a 2-year assignment needs to be extended up to an additional 12 months. Examples include, but are not limited to: an instructor moving up to take the DO position or instructor cadre arriving to USAF AMMOS outside of the summer PCS cycle who will be placed back on a summer PCS cycle. In cases like these, the USAF AMMOS/CO will work directly with AFPC/DPASL to ensure these graduates are managed in accordance with this AFI and placed in a billet commensurate with their career progression.

2.2.2.21.6. If necessary, after completing their 2-year assignment, USAF AMMOS cadre will PCA to a Tier-I or Tier-II position (see Chapter 5, Table 2.1.) at either the 57 WG (Nellis AFB, NV) or 432 WG (Creech AFB, NV). If there are no Tier-I or Tier-II positions available at either base, the USAF AMMOS/CO will work directly with AFPC/DPASL to pursue an exception to policy waiver for potential PCS action.

2.2.3. The USAF AMMOS DO will:

2.2.3.1. Verify all events are accurately scheduled for each USAF AMMOS class: Class start date, all course objectives, exams, research paper events, student feedback sessions, PFT events, off-site training (OST), DV, guest speakers or instructors, MEX, and graduation. Submit all event dates to the USAF AMMOS/CO for approval.

2.2.3.2. Determine the start and stop dates of each USAF AMMOS class for the upcoming calendar year and ensure start dates are coordinated with all cadre members and approved by the CO in a timely manner. The intent of the early coordination is to enable the CO to route approved dates for inclusion in the Formal Training database and to MAJCOM functional managers for planning purposes.

2.2.3.3. Ensure the USAF AMMOS class schedule is built to include all academic objectives.

2.2.3.4. Ensure USAF AMMOS and guest instructors develop, instruct, and review curriculum in keeping with the USAF AMMOS vision. Approve lesson plans in the Curriculum Improvement Process (CIP).

2.2.3.5. Coordinate/approve all new or revised plans of instruction (POI)/course syllabi with USAF AMMOS Academics Flight (MXAO).

2.2.3.6. Formally counsel any USAF AMMOS student placed on academic probation and document on an AF Form 174, *Record of Individual Counseling*.

2.2.3.7. Review AF Form 174s, *Record of Individual Counseling*, applicable Memorandums for Record and student record file on all USAF AMMOS students being considered for academic disenrollment.

2.2.3.8. Review and recommend approval of the Master Course Listing (MCL), primary instructor lesson assignments and workload balance.

2.2.3.9. Serve as the instructor certifier to ensure instructors are certified prior to instructing students.

2.2.3.10. Recommend USAF AMMOS graduates for cadre selection to the USAF AMMOS/CO.

2.2.4. Mission Support Flight will:

2.2.4.1. Maintain Student Record Files IAW the file plan. Provide graduation rosters to DO and instructors and ensure performance of all registrar duties.

2.2.4.2. Ensure all student out-processing actions are complied with before students depart USAF AMMOS as graduates or disenrollments.

2.2.4.3. Ensure all required lesson support material is available to both cadre and students. Lesson support material includes, but is not limited to: computers and associated peripherals, LAN connectivity, administrative supplies, contact lists, and government transportation.

2.2.5. Academics Flight will:

2.2.5.1. Ensure all USAF AMMOS lessons and exercises are developed, tested, updated, and validated using the Instructional System Development (ISD) process as outlined in AFMAN 36-2234, *Instructional System Development*.

2.2.5.2. Serve as the functional manager for the curriculum.

2.2.5.3. Ensure remedial training is conducted for students who fail to meet minimum requirements.

2.2.5.4. Build and execute an approved schedule for all USAF AMMOS student academic objectives.

2.2.6. Tactics Flight will:

2.2.6.1. Administer the USAF AMMOS Research Paper Program.

2.2.6.2. Administer the MEX.

2.2.6.3. Serve as the focal point for AMMTAC and TTP rewrite conferences.

2.2.6.4. Coordinate with the 561st Joint Tactics Squadron (JTS) for publication of Aircraft and Munitions Maintenance TTP.

2.2.7. USAF AMMOS instructors assigned as student advisors will:

2.2.7.1. Conduct feedback sessions with students IAW the USAF AMMOS schedule.

2.2.7.2. Document any counseling on a MFR and keep a copy in student's record.

2.2.7.3. Document remedial study or training plan following student graded measurement failure.

2.2.8. All USAF AMMOS instructors will:

2.2.8.1. Develop and maintain assigned Plans of Instruction (POI).

2.2.8.2. Maintain instructor certification.

2.3. Policies:

2.3.1. Academic Probation. Academic Probation is established to maintain a higher visibility on students who have difficulty meeting course criteria. Once placed on probation, a student will remain on academic probation for the remainder of the course. Academic Probation is not to be considered punitive in nature, but rather ensures the student realizes they are not meeting USAF AMMOS academic standards and identifies the student to the cadre as someone who may need additional instructional assistance.

2.3.2. Disenrollment. Students may be disenrolled from USAF AMMOS at the discretion of the USAF AMMOS/CO. In all cases, the USAF AMMOS/CO will make the final decision on disenrollment actions. Possible reasons for disenrollment include poor academic performance, poor attitude, UCMJ violations, failure to uphold fitness standards, or a breach of academic integrity. Additionally, students may request a self-initiated elimination.

2.3.3. Self-Initiated Elimination occurs when a student requests to be disenrolled from USAF AMMOS.

2.3.3.1. Procedure: The student will submit a MFR to the USAF AMMOS/CO requesting disenrollment and provide a reason(s) for their request. The USAF AMMOS/CO will coordinate with the student's group commander (or O-6 equivalent) and ACC/A4Q to notify them of the student's decision.

2.3.4. All USAF AMMOS students will receive an AF Form 475, *AF Training Report*, IAW AFI 36-2406.

2.4. TTP Development Program: USAF AMMOS graduates are expected to participate in the development and formalization of TTPs for maintenance and munitions operations. In addition, they are responsible to wing leadership to ensure a methodical TTP education and training program is established (refer to paragraphs 4.5.3 and 4.6.4).

Chapter 3

USAF AMMOS SELECTION PROCESS

3.1. Purpose: This chapter describes the procedures for nominating and selecting active duty USAF AMMOS students and the responsibilities of the agencies involved. The primary goal for the USAF AMMOS selection board is to select the most qualified officers to attend USAF AMMOS.

3.2. Responsibilities:

3.2.1. The 21A/M DT Selection Board President will:

- 3.2.1.1. Instruct board members on their duties and ensure the board is efficiently executed.
- 3.2.1.2. Resolve questions on procedures, policies or selection criteria.
- 3.2.1.3. Review board recommendations to ensure selections are fair and equitable.
- 3.2.1.4. Only vote in case of a tie that cannot be resolved.
- 3.2.1.5. Forward names of USAF AMMOS selectees and up to three alternates (quality permitting) to HQ ACC/A4 for release as the executive agent.

3.2.2. The 21A/M DT Selection Board, through AFPC/DPASL, will:

- 3.2.2.1. Conduct two USAF AMMOS selection boards per year in conjunction with scheduled DTs.
- 3.2.2.2. Select the most highly qualified officers to attend USAF AMMOS.
- 3.2.2.3. Review nominees to identify those in an assignment precluding a follow-on assignment to a SEI-coded position within 3 to 12 months. Ensure this is considered when selecting primary/alternates to attend USAF AMMOS.

3.2.3. HQ ACC/A4 will:

- 3.2.3.1. Maintain responsibility for the overall coordination of the USAF AMMOS selection process.
- 3.2.3.2. Serve as the waiver authority for all USAF AMMOS nominees.
- 3.2.3.3. Review and coordinate the release of the 21A/M DT's USAF AMMOS student selection results.

3.2.4. ACC/A4Q will:

- 3.2.4.1. Review selection criteria, ensure the board progresses IAW this instruction, and report results in coordination with the USAF AMMOS CO, HQ AFPC/DPASL, and the 21A/M DT. Ensure the selection process is in alignment with 21A/M DT meetings at HQ/AFPC and develop suspense dates for nomination package submittal.
 - 3.2.4.1.1. Ensure call for nomination message is released not later than 60 days prior to selection board

3.2.4.2. Ensure all nomination packages meet USAF AMMOS attendance criteria and forward all nomination packages and consolidated nominee list to AFPC/DPASL not later than 14 days prior to 21A/M DT selection board. In addition, they will provide waiver packages to the ACC/A4 for approval/disapproval action. Upon approval, waived packages will be forwarded to AFPC/DPASL.

3.2.4.3. Ensure MAJCOM USAF AMMOS class seats (based on selection board results) are entered into the formal training system, Oracle Training Administration (OTA) tool.

3.2.4.4. Release approved USAF AMMOS Student Selection message to MAJCOM A4s.

3.2.5. MAJCOM A4s will:

3.2.5.1. Appoint USAF AMMOS POC and notify ACC/A4Q.

3.2.5.2. Prior to the selection board, review all nomination packages for members assigned to their MAJCOM to ensure they are consistent with USAF AMMOS nomination criteria.

3.2.5.3. Ensure USAF AMMOS selectees assigned to their MAJCOM are loaded into the formal training system (OTA) after release of selection board results.

3.2.6. AFPC/DPASL will:

3.2.6.1. Support the 21A/M DT USAF AMMOS selection board/process. This includes, but is not limited to: preparation of evaluation folders, providing board facilities, billeting, transportation, and selectee demographics.

3.2.6.2. Coordinate the preliminary selection board results through the HQ ACC/A4 via HQ ACC/A4Q.

3.2.6.3. Maintain status of all graduate billets and identify unfilled positions to AF/A4L.

3.2.7. USAF AMMOS/CO will:

3.2.7.1. Provide an updated USAF AMMOS status brief to the 21A/M DT to include: after action reports from previous classes, major changes to the curriculum, graduate assessment survey feedback results (both individual and supervisor) and analysis of metrics and trend data related to student performance at USAF AMMOS.

3.2.8. Individual units will:

3.2.8.1. Provide a complete selection package to HQ ACC/A4Q. These packages must be in the requested format and contain all the information specified in the selection board announcement message. Failure to provide the required information could result in the disqualification of the nominee.

3.2.8.2. Ensure nominees meet the highest quality force standards, convey the most professional military image, and meet fitness standards outlined in AFI 10-248, *Fitness Program*. In addition, nominees must be able to actively participate in physical training three to five days per week. Waivers to the AF Physical Fitness Program standards must be coordinated and approved through the USAF AMMOS/CO.

3.2.8.3. Not submit additional paperwork (e.g., additional recommendation letters or letters of endorsement).

3.2.8.4. Prioritize multiple nominees in the Wing/CC (or equivalent) letter of endorsement to the board president in accordance with the selection board announcement message.

3.3. Active Duty Nomination Procedures: This section describes the procedures for nominating and selecting Active Duty Air Force USAF AMMOS students. The main objective of the nomination and selection process is to identify the most qualified officers who, as graduates, will provide the expertise and leadership necessary to accomplish the Air Force mission.

3.3.1. Nomination Criteria. The Air Force Education and Training Course Announcements (ETCA) and the selection board announcement/student nomination message establish USAF AMMOS nomination criteria. In all cases, the nomination message supersedes the ETCA. The ETCA is located at <https://etca.randolph.af.mil>. These criteria are designed to ensure selection of the most highly qualified individuals who will enhance combat capability throughout the Air Force. USAF AMMOS graduates will not be eligible to compete for other career broadening programs for two years after graduation. The USAF AMMOS seeks only the finest officers and tactical instructors. These officers must exhibit an extraordinary amount of intelligence, dedication, technical skill, military bearing, and professionalism. Finally, these officers must be outstanding role models for their peers and subordinates. Do not consider retainability and/or time on station when nominating individuals for USAF AMMOS.

3.3.1.1. Nomination packages will include the following:

3.3.1.1.1. Data Sheet. Applicants must provide a maximum two page data sheet using the example provided at Attachment 2. Additional information is available on the HQ ACC/A4QT Community of Practice (CoP) home page: <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-TE-AC-42>.

3.3.1.1.2. WG/CC (or equivalent) letter of endorsement emphasizing professional abilities. WG/CC (or equivalent) is the maximum endorsement level. Prepare the endorsement on separate, single page, letterhead addressed to the 21A/M DT Board President, USAF Advanced Maintenance and Munitions Officers School Selection Board. Example endorsement letters are located at Attachment 3 and on the HQ ACC/A4QT CoP home page.

3.3.2. Waivers. Nominees not meeting established criteria (refer to nomination message) must submit a waiver request through their wing commander (or equivalent) to HQ ACC/A4. HQ ACC/A4 is the final waiver approval authority. The granting of a waiver does not automatically ensure the applicant's selection. It permits the applicant to compete at the board. The 21 A/M DT selection board president and the voting members will make the determination if these individuals will attend the USAF AMMOS based on their potential to serve in the distinctive graduate role. Waiver requests for individuals are evaluated on a case-by-case basis.

3.3.2.1. Forward nomination packages with waiver requests to HQ ACC/A4Q no later than the application submission date specified in the student nomination message. Address waiver requests to HQ ACC/A4. Include the following information: 1) Specific reason for waiver request, 2) Justification for waiver, and 3) Other relevant information. An example waiver request is located on the HQ ACC/A4Q CoP home page.

3.3.3. Selectees. USAF AMMOS selectees will attend classes as specified in the 21 A/M DT selection board results message. Immediately upon selection notification, all primary and alternate selectees must contact their unit security managers to ensure their secret clearance will remain current for the duration of their USAF AMMOS class. The USAF AMMOS/CO will disenroll individuals without the proper clearance (Reference ETCA for specific security requirements).

3.3.3.1. Selectees must ensure they meet all course entry criteria listed in the nominee / selection board message prior to each class start date. If, subsequent to selection, an individual is unable to meet course entry criteria due to extenuating circumstances, send a waiver request to HQ ACC/A4. Address waiver requests through their wing commanders (or equivalent) to HQ ACC/A4. Include the following information: 1) Reason for waiver request, 2) Justification for waiver, and 3) Other relevant information. The USAF AMMOS/CO will disenroll individuals reporting to the USAF AMMOS who do not meet established criteria and do not have a waiver.

3.3.3.2. Situations can occur which may impact selectees' availability to attend USAF AMMOS. These situations (due to sickness, injury, contingency operations, etc.) will be handled on a case-by-case basis. The selectee's MXG/CC must contact ACC/A4Q and state the reason(s) for the selectee's inability to attend. Units must also inform MAJCOMs if a primary selectee cannot attend USAF AMMOS. It is imperative to make the non-attendance determination as soon as possible so that HQ ACC/A4Q can notify an alternate to attend USAF AMMOS. Once an alternate has been identified to fill a primary seat, ACC/A4Q will notify USAF AMMOS.

3.3.3.3. While attending USAF AMMOS a student may be "deferred" to attend a subsequent class if unable to complete the course due to circumstances beyond their control. Examples are: illness, injury, family emergencies, and contingency operations. HQ ACC/A4 is the final approval authority for all deferment decisions and time deferred based on individual circumstances.

3.4. ARC Nomination Procedures: This section describes the procedures for nominating and selecting Air Reserve Component (ARC: AFRC and ANG) USAF AMMOS students and outlines the responsibilities of the agencies involved. The main objective of the nomination and selection process is to train the most qualified officers who, as graduates, will provide the expertise and leadership necessary to accomplish the Air Force mission.

3.4.1. Responsibilities. HQ ACC/A4 will establish the allocation for ARC attendance at USAF AMMOS. The AFRC 21A DT Board will select a minimum of three AMMOS nominees per year. HQ AFRC/A4 and HQ ANG/A4, or their designated representative, will review and approve proposed selections and fill a minimum of one quota each year. If the AFRC and ANG collectively are unable to fill a class quota, notify ACC/A4Q via E-mail NLT 30 days prior to the specific active duty selection board.

3.4.1.1. HQ AFRC/A4 and HQ ANG/A4 will:

3.4.1.1.1. Serve as OCR for this instruction. They will coordinate changes as directed by the HQ ACC/A4 to ensure mutual understanding of the nomination and selection board policies and procedures.

3.4.1.1.2. Be responsible for the conduct and/or oversight of their respective USAF AMMOS selection boards. As such they will ensure selection board presidents advise members on selection criteria and conduct the boards IAW this instruction.

3.4.1.1.3. Notify ACC/A4Q of their USAF AMMOS selectee as soon as possible but NLT 90 days prior to class start date.

3.4.1.1.4. HQ AFRC/A4R and HQ ANG/A4M or designated representative, will be the OPR for their respective USAF AMMOS selection boards.

3.4.2. HQ ANG Nomination Criteria: Individual units will make nominations and provide complete selection packages for ANG USAF AMMOS training slots to their respective selection board. The HQ ANG nomination criteria mirror the active duty criteria in order to select qualified individuals with the credentials and experience level that will enhance their utilization.

3.4.2.1. Nomination packages will include the following (Contact ANG/A4M for specifics):

3.4.2.1.1. Data Sheet. Applicants must provide a maximum two page data sheet using the example provided at attachment A. Additional information is available on the HQ ACC/A4QT CoP home page: <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-TE-AC-42>.

3.4.2.1.2. WG/CC (or equivalent) letter of endorsement emphasizing professional abilities. WG/CC (or equivalent) is the maximum endorsement level. Prepare the endorsement on separate, single-page letterhead addressed to the 21A/M Board President, USAF Advanced Maintenance and Munitions Officers School Selection Board. Example endorsement letters are located on the HQ ACC/A4QT CoP home page.

3.4.2.2. Send USAF AMMOS selection packages to HQ ANG/A4M. HQ ANG should then send selectee and alternate to: HQ ACC/A4QT, 130 Douglas Street, Suite 210, Langley AFB, VA, 23665-2789 or e-mailed to HQ ACC/A4QT at ACCLGOT@LANGLEY.AF.MIL

3.4.3. AFRC Nomination Criteria: Individual unit commanders will nominate USAF AMMOS candidates via the Officer's Development Profile (ODP) for DT consideration. The Fall AFRC 21A DT selects USAF AMMOS candidates for HQ AFRC/A4 review and approval. HQ AFRC/A4R will notify HQ ACC/A4QT of final selection.

3.4.4. Waivers. Nominees not meeting established criteria must submit a waiver request through their wing commanders (or equivalent) to HQ ANG/A4M or HQ AFRC/A4R. The ARC will evaluate and forward to HQ ACC/A4Q.

3.4.4.1. Waiver requests must be signed by the WG/CC (or equivalent) and must include the reason for waiver request, justification for the waiver and any other relevant information. The waiver request must also accompany the selection package.

3.4.4.2. AFRC and ANG nominees are automatically granted an exception for maximum years of TAFCSO; but grade cannot be above the grade of O-4.

3.4.4.3. The final approval authority for respective ARC waiver requests is HQ ACC/A4.

3.4.5. Selectees. ARC USAF AMMOS selectees will attend classes as specified in the HQ ACC/A4Q USAF AMMOS Student Selectee message.

3.4.5.1. Upon notification of selection, all primary and alternate selects not possessing the security clearance required of their respective courses must contact their unit security managers and submit applicable paperwork within 10 working days. Failure to complete security clearance paperwork in a timely manner may result in individuals being denied course attendance. Reference HQ ACC/A4Q for specific security requirements.

3.4.5.2. Selectees must submit all required prerequisite materials as outlined on the USAF AMMOS website at: <https://wwwmil.nellis.af.mil/units/ammos/>. Failure to meet suspense dates for prerequisite items may result in disenrollment from the course. Extensions to suspense dates will only be approved on a case-by-case basis and must be coordinated directly through the USAF AMMOS Registrar.

3.4.5.3. Selectees must ensure they meet all course entry criteria prior to their class start date. If an individual is unable to meet course entry requirements due to extenuating circumstances, send a waiver request to HQ ACC/A4Q as appropriate for ARC units. Include the following information: reason for waiver request, justification for waiver and any other pertinent information.

3.4.5.4. Situations can occur that impact selectee's availability to attend USAF AMMOS. These situations (due to sickness, injury, real world operations, etc.) will be handled on a case-by-case basis. The selectee's unit must contact AFRC/A4R or ANG/A4M, as appropriate, and state the reason(s) for the selectee's inability to attend. AFRC/A4R or ANG/A4M, as appropriate, will subsequently notify HQ ACC/A4 through HQ ACC/A4Q. HQ ACC/A4Q will notify USAF AMMOS and HQ AFPC/DPASL. Units must inform AFRC/A4R or ANG/A4M, as appropriate, as soon as possible if a primary selectee cannot attend USAF AMMOS. It is imperative to make the non-attendance determination as soon as possible so HQ ACC/A4Q can notify the first alternate to attend USAF AMMOS and complete the mandatory spin-up training.

3.4.5.5. While attending USAF AMMOS a student may be grandfathered to attend a subsequent class if unable to complete the course due to circumstances beyond their control. Examples are: illness, injury, family emergencies and contingency operations. HQ ACC/A4 is the final approval authority for all grandfathering decisions.

Chapter 4

USAF AMMOS GRADUATE UTILIZATION AND RESPONSIBILITIES

4.1. Purpose: Establishes AF/A4L as the USAF AMMOEP OPR and provides guidance, policy and procedures for graduate assignment, tier management and utilization guidance in the management of and expectations for a USAF AMMOS Graduate.

4.2. AF/A4L will:

4.2.1. Serve as USAF AMMOEP OPR.

4.2.2. Approve the number and locations of SEI coded billets.

4.2.3. Chair the 21A/M DT, which selects USAF AMMOS students and facilitates discussions concerning graduate potential and policy changes to this AFI.

4.2.4. Task each MAJCOM to conduct a bi-annual review of graduate management within their command. The review will include, at a minimum: minimum USAF AMMOS graduate requirements for each wing/unit, SEI-coded billets for relevancy, fill rates, status of tier development, and graduate utilization/management/sustainment. Other topics such as student nominations, production and performance, etc. may be included as a part of this review at the discretion of the AF/A4L.

4.3. HQ ACC/A4Q will:

4.3.1. Serve as USAF AMMOEP OCR.

4.3.2. Review annual survey results to determine if any trends indicate the need for a redistribution of SEI-coded billets and makes recommendations to AF/A4L.

4.3.3. Approve USAF AMMOS curriculum.

4.4. Maintenance Group Commander (MXG/CC) or equivalent will: (applicable only to locations where maintenance/munitions officers are authorized and/or assigned)

4.4.1. Serve as the unit OPR for their assigned USAF AMMOS graduates.

4.4.2. Establish an AMMOEP, with assistance from the senior USAF AMMOS graduate, that:

4.4.2.1. Identifies potential USAF AMMOS student nominations and conducts post-selection process review.

4.4.2.2. Utilizes USAF AMMOS graduates to develop locally approved pre/post-selection process review procedures.

4.4.3. Support their USAF AMMOS graduate's participation in at least one AMMTAC or TTP rewrite conference to the maximum extent possible. In the event there is no 21A or 21M USAF AMMOS graduate assigned or available to attend their respective AMMTAC (aircraft or munitions), the MXG/CC or equivalent should make every effort to send a knowledgeable Officer/SNCO to represent their wing/group. The MXG/CC or equivalent will approve the group's TTP inputs, consolidated by their assigned USAF AMMOS graduates, for submission to the annual AMMTAC.

4.4.4. Ensure the graduates are utilized as producers, instructors and advisors for the maintenance group (ref. paragraph 4.5.1. – 4.5.3.). It is important to remember these roles are not to take the place of the graduate's roles/responsibilities in their primary duty position, and instead are additional responsibilities they take on as USAF AMMOS graduates.

4.4.5. Appoint a USAF AMMOS graduate as Director of Maintenance Tactics and Training (MTT).

4.4.5.1. The Director of MTT is responsible for oversight of the MXG/CC's MTT program. The MTT program includes, but is not limited to, the professional development of junior USAF AMMOS graduates and ensuring the junior USAF AMMOS graduates develop and execute the preponderance of MMA lessons. The MTT Director will ensure all USAF AMMOS graduates assigned to their base are integrated into the MMA training plan NLT 60 days after arrival. The MMA will fulfill the minimum instructor requirements for the USAF AMMOS graduate. Table 1.1 provides suggested topics that should be included in the monthly MMA.

4.5. USAF AMMOS Graduates:

4.5.1. **Producer.** The USAF AMMOS graduate will be a leader in their organization's producing and training combat air power. The USAF AMMOS graduate will perform in production-oriented jobs to fulfill the role of a producer. These duties include, but are not limited to: execution of maintenance/munitions operations in support of a unit and/or the wing flying-hour program, Maintenance Performance Indicators (MPI) analysis and development of corrective actions, special projects (as assigned by their MXG/CC or equivalent) and execution of in-garrison and deployed maintenance/munitions activities in support of combat and humanitarian operations.

4.5.2. **Instructor.** The USAF AMMOS senior graduate will ensure a minimum of one USAF AMMOS Monthly Maintenance Academics (MMA) lesson is taught each month. The audience could be as large as all Officer and SNCOs in the group or as small as the officers and SNCOs in the graduate's unit. Topics should include, but are not limited to, TTPs and lessons listed in Table 1.1. Additionally, the USAF AMMOS graduate will confer with the MXG/CC or equivalent to develop topics based on major upcoming events such as ORIs, OREs, building the FHP, deployments, or other unit specific matters.

Table 1.1. Suggested USAF AMMOS MMA lessons.

1. Ready the Force

War Mobilization Plans (Vol. IV & V)

SORTS & ART

USAF Flying Hour Program

Capabilities Assessment

Flying and Maintenance Scheduling

Maintenance Metrics

Generation Planning

MRSP & MSK

Fuels Support

2. Prepare the Battlespace Expeditionary Site Selection TPFDD Review Deploying Equipment and Cargo Deploying Personnel Aircraft Generation
3. Position the Force AMC and the User Aircraft Reception and Regeneration
4. Employ the Force Air Tasking Cycle Combat Sortie Generation

4.5.2.1. The goal is to optimize “training days” in an attempt to encourage maximum participation. This AFI does not restrict the location of the academics, nor the number of attendees required.

4.5.3. **Advisor.** The USAF AMMOS graduate will be an advisor to the MXG for several matters including, but not limited to, analysis of MPIs and development of possible corrective actions, flying hour program development, analysis of logistical support issues and recommended courses of action, Maintenance Deployment Plan (MDP), and identifying potential candidates to attend USAF AMMOS.

4.5.3.1. The purpose of the MDP is to ensure the MXG is prepared to support all applicable contingency operations, AEFs, and exercises. The MDP will include a review of MXG Unit Deployment Manager (UDM) functions and responsibilities. The USAF AMMOS graduate will ensure the MXG UDM is properly using the documents produced as a result of taskings and/or requirements (e.g., DOC statements, AEF TPFDD, etc). In addition, the USAF AMMOS graduate will employ their skill set to coordinate with the Wing Installation Deployment Officer to ensure the MDP includes a complete, integrated aircraft generation/DSOE plan.

4.5.3.2. Advise the MXG/CC or equivalent on nominating candidates for USAF AMMOS. Graduates will identify junior officers with the potential to serve the USAF in a humble, credible, and approachable manner. Graduates should assess the potential candidate’s performance in their primary duty, experience, and ability to critically think and instruct other officers/SNCOs when making recommendations.

4.5.4. Graduates are required to participate in the development and sustainment of TTPs for maintenance and munitions operations. Provide inputs during reviews, and/or attend, annual AMMTAC and TTP rewrite conference.

4.5.5. Graduates are required to serve 5-years in designated “payback” positions, spread between three tiers (see Table 2.1.). At the completion of each tier assignment, they will be awarded an appropriate Special Experience Identifier (SEI) as indicated in paragraph 5.2.

Chapter 5

USAF AMMOS GRADUATE MANAGEMENT

5.1. Tier System: USAF AMMOS graduate positions will be categorized within a three-tier system, to denote and manage desired experience levels for each billet. Tier level denotes *desired* experience for a USAF AMMOS graduate. Graduates PCSing, prior to completing their 5-year payback window, should expect assignment to a tier position commensurate with rank and USAF AMMOS graduate manning requirements until the 5-year payback is complete. Following successful completion of Tier I positions, graduates can expect to fill a Tier II or Tier III position. As a rule of thumb, graduates should not fill a Tier III position until completing tours in Tier I and Tier II positions, unless required by the needs of the USAF and professional development of the officer. To accomplish the 5-year payback the graduate must fill a billet within the appropriate Tier.

5.1.1. Tier I positions: Tier I positions should be filled by first assignment USAF AMMOS graduates. This is the beginning of the 5-year operational payback. Tier I indicates responsibilities commensurate with a captain or junior major and will normally reside in an operational flying wing (see Table 2.1.). A USAF AMMOS graduate will normally serve in Tier I positions for 3 years to successfully complete Tier I requirements.

5.1.2. Tier II positions: Tier II positions indicate responsibilities commensurate with a junior field grade officer and are normally filled by second assignment USAF AMMOS graduates, although they can be filled by a recent graduate if necessary. Tier II billets provide the graduate enhanced leadership opportunities and refinement of the advisor role within an operational wing, the opportunity to advise at the staff level and aid in policy development as well as provide experience with operational-level logistics for career development (see Table 2.1.). A USAF AMMOS graduate will normally serve in Tier II positions for 2 years to successfully complete Tier II requirements.

5.1.3. Tier III positions: Tier III positions indicate responsibilities commensurate with a more senior field grade officer (see Table 2.1). A Tier II graduate can fill a Tier-III position if required by the needs of the USAF. Conversely, a Tier III graduate could fill a Tier II position if the individual is the only graduate available.

5.2. Award of Special Experience Identifier (SEI): SEIs are utilized to track USAF AMMOS graduate payback completion. USAF AMMOS graduates will be awarded separate SEIs as indicated below:

5.2.1. Upon graduation from AMMOS.

5.2.2. Upon completion of Tier I assignments as well as completion of the AF Form 797 requirements as outlined in Attachment 4. Recommended by SQ/CC or equivalent, approved by MXG/CC or O-6 equivalent.

5.2.3. Upon completion of Tier II assignments as well as completion of the AF Form 797 requirements as outlined in Attachment 5. Recommended by SQ/CC or equivalent, approved by MXG/CC or O-6 equivalent.

5.3. USAF AMMOS graduate assignments: AFPC/DPASL will assign USAF AMMOS graduates to units by using criteria depicted in Table 2.1. (below). AFPC/DPASL shall use desired experience level (Tier), to place USAF AMMOS graduates on assignment.

5.3.1. Minimum USAF AMMOS graduate requirements for each wing/unit will be established during each biannual review. AFPC/DPASL must consider the impact of assigning less than the minimum number of required graduates at a given unit and fairly weigh those impacts against an individual's professional development, unit needs, and Air Force requirements.

5.3.2. Expectation. Unit commanders may assign USAF AMMOS graduates to any duties, as required by unit needs, which may not be SEI-coded billets. However, unit commanders should not expect AFPC/DPASL to backfill vacant SEI-coded billets, as long as the unit has the required number of USAF AMMOS graduates, per current entitlement rates, to fill all SEI-coded billets in the unit.

5.3.3. Unique situations or organization specific challenges may dictate the need for a USAF AMMOS graduate to serve in a non-SEI-coded position in order for their skills to be effectively utilized. For example, an AMU with substandard performance may not have a SEI-coded OIC position, but could still benefit from a USAF AMMOS graduate leading the unit. In such cases, the owning MXG/CC (or equivalent) can request a waiver from this instruction to allow the graduate's time in the applicable position to be counted towards the appropriate tier and the 5-year payback. Procedures for the waiver request are as follows:

5.3.3.1. The owning MXG/CC (or equivalent) will document the waiver request on a MFR, addressed to HQ ACC/A4, and route request through their respective wing commander (or equivalent) and MAJCOM A4 to HQ ACC/A4Q.

5.3.3.2. HQ ACC/A4Q will forward waiver request to USAF AMMOS/CO for review.

5.3.3.3. The USAF AMMOS/CO will review and provide approval or disapproval recommendation waiver request to HQ ACC/A4Q.

5.3.3.4. HQ ACC/A4Q will forward coordinated waiver request with approval or disapproval recommendation to HQ ACC/A4.

5.3.3.5. HQ ACC/A4 will approve or disapprove the waiver request and inform the requesting MXG/CC (or equivalent) and USAF AMMOS/CO of the decision.

5.4. USAF AMMOS Continuing Professional Development: Beyond graduating from USAF AMMOS and completion of courses as outlined in 21A/M CFETP, graduates are encouraged to attend two additional Joint logistics courses. To the maximum extent possible, AMMOS graduates should attend; Air University's MCADRE 002 Contingency Wartime Planning Course and/or MCADRE 003 Joint Air Operations Planning Course.

Table 2.1. USAF AMMOS Graduate Tiers.

<u>Tier I</u>
Aircraft Maintenance Unit Officer in Charge Munitions Flight Commander Missile Maintenance Squadron Flight Commander

MOF Flight Commander Squadron Operations Officer

<u>Tier II</u>

USAF AMMOS DO USAF AMMOS Instructor 21A/M Squadron Commander MAJCOM Staff, NAF Staff, USAF Staff, Joint Staff MOIC / AMMOC Instructor AFPC 21A/M Assignment Team Air Logistics Center AMXS Operations Officer

<u>Tier III</u>

USAF AMMOS Commandant MAJCOM Staff, USAF Staff, Joint Staff Maintenance Group Deputy Commander
--

Chapter 6

GRADUATE FEEDBACK SURVEY AND GRADUATE ASSESSMENT PROGRAM

6.1. Purpose: This chapter provides specific guidance and procedures for execution of the USAF AMMOS Graduate Feedback Survey (GFS) and the Graduate Assessment Program (GAP). It establishes the process USAF AMMOS will use to develop the assessment surveys and when the surveys are distributed to the field. The GFS survey is a tool to gather feedback directly from the graduates themselves and assess their fulfillment of their roles/responsibilities as described in Chapter 4 of this instruction. Additionally, the GFS survey will aid in assessing the level of support the graduate receives from wing leadership. These surveys will be used to aid in determining if USAF AMMOS is equipping the graduate with the correct skills and enabling the wings to produce combat power more effectively. The GAP is a tool to gather feedback from the graduates' group commander (or equivalent) in order to assess the graduates' performance in the field since graduating from USAF AMMOS. Additionally, it will aid in determining if the graduates' are fulfilling their roles, as described in Chapter 4 of this instruction.

6.2. Development and Responsibilities: To help validate USAF AMMOS graduate performance in the field, the USAF AMMOS/CO will use GFS and GAP surveys to collect information/data from the commanders (or equivalent) with USAF AMMOS graduates assigned as well as the graduates themselves. The data gathered will be analyzed and coordinated through all relevant staff and supporting agencies to ensure a full 360-degree feedback mechanism is in place to enhance curriculum development and graduate production/performance.

6.2.1. ACC/A4 will:

6.2.1.1. Approve all GFS and GAP surveys and message/announcements.

6.2.1.2. Send the GAP survey announcement letter to all applicable group commanders or equivalent NLT 180 days after each USAF AMMOS graduation.

6.2.1.3. Approve ACC/A4Q analysis of the GAP survey results and COAs to correct noted areas of concern.

6.2.1.4. As a minimum submit GAP survey results to group commanders and to USAF AMMOS/CO for submission to the 21 A/M DT and USAF AMMOS annual AMMTAC.

6.2.2. ACC/A4Q will:

6.2.2.1. Staff GFS and GAP surveys to ACC/A4 for approval.

6.2.2.2. Distribute the ACC/A4 approved GAP survey announcement letter to the maintenance group commanders or equivalents.

6.2.2.3. Notify USAF AMMOS/CO when GFS and GAP surveys are approved.

6.2.2.4. Submit GFS survey messages and announcement letter to ACC/A4 for approval.

6.2.2.5. Distribute GFS survey results as directed by ACC/A4.

6.2.2.6. Return ACC/A4 approved GFS survey analysis to USAF AMMOS.

6.2.3. Maintenance Group Commanders (MXG) or equivalents: Complete survey within the suspense of the ACC/A4 GAP Survey announcement message.

6.2.4. USAF AMMOS/CO will:

6.2.4.1. Submit GFS and GAP surveys to ACC/A4Q for coordination/staffing to ACC/A4 for final approval.

6.2.4.2. Ensure GFS survey announcement contains a “link” for the graduate to complete the survey electronically.

6.2.4.3. Draft a letter for ACC/A4 to endorse and distribute a GAP Survey to the Group Commanders of the recent graduates, no later than 160 days after a USAF AMMOS student graduates from USAF AMMOS.

6.2.4.4. Compile/review/analyze the GAP survey data results and coordinate it through the appropriate staff and supporting agencies. Once the results are coordinated, the USAF AMMOS/CO will take appropriate action as required or directed.

6.2.4.5. Inform MXAO once results of the survey are approved for release.

6.2.5. USAF AMMOS Academics Flight (MXAO) will:

6.2.5.1. Develop all GFS and GAP surveys and submit to USAF AMMOS/CO for staffing through HQ ACC/A4 for approval. All surveys will, as a minimum, assess three general areas:

6.2.5.1.1. Graduate fulfillment of roles as described in Chapter 4.

6.2.5.1.2. Level of support graduates receive from their field unit.

6.2.5.1.3. How well USAF AMMOS produces graduates with the correct skill set to enable enhanced production of combat power at a graduate’s wing.

6.2.5.2. Retain and file a copy of the approval message(s) from the USAF AMMOS/CO and ACC/A4.

6.2.5.3. Submit the ACC/A4 approved GFS survey every 180 days to all graduates.

6.2.5.4. Collect and process the survey feedback results.

6.2.5.5. Convert collected survey feedback results for presentation, analysis and distribution.

6.2.5.6. Assemble and forward the GFS and GAP surveys results to the USAF AMMOS/CO and ACC/A4 for analysis and approval to release results.

6.2.6. USAF AMMOS Graduates: Complete survey within the suspense of the USAF AMMOS/CO GFS announcement message.

Chapter 7

RECORDS MANAGEMENT

7.1. Records Management: Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command.

7.2. Prescribed and Adopted Forms: Prescribed Forms:

AF Form 475, *Air Force Training Report*

AF Form 174, *Record of Individual Counseling*

AF Form 797, *Job Qualification Standard Continuation/Command JQS*

Adopted Forms:

AF Form IMT 847, *Recommendation for Change of Publication*

AF Form 673, *Air Force Publication/Form Action Request*

AF Form 399, *Request for Action on Implementation of Higher Headquarters Publications*

LOREN M. RENO
Lieutenant General, USAF DCS/Logistics,
Installations & Mission Support

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-360, *Publications and Forms Management*, 18 May 2006
AFI 36-2406, *Officer and Enlisted Evaluation System*, 15 Apr 2005
AFI 36-2905, *Fitness Program*, effective 1 Jul 2010
AFMAN 33-363, *Management of Records*, 1 Mar 2008
AFMAN 36-2234, *Instructional System Development*, 1 Nov 93
AFPD 21-1, *Air and Space Maintenance*, 25 Feb 2003

Abbreviations and Acronyms

AMMOEP—Advanced Maintenance and Munitions Officers Education Program
AMMOS—Advanced Maintenance and Munitions Officer School
AMMTAC—Aircraft Maintenance/Munitions Tactics Conference
ANG—Air National Guard
AOC—Air Operations Center
ARC—Air Reserve Component
CAF—Combat Air Force
CIP—Curriculum Improvement Process
CO—Commandant
CoP—Community of Practice
DO—Director of Operations
DT—Developmental Team
DV—Distinguished Visitors
e- Publishing—the e-Publishing website (www.e-publishing.af.mil)
ETCA—Education and Training Course Announcements
GAP—Graduate Assessment Program
GFS—Graduate Feedback Survey
IAW—In Accordance With
IS—Instructor Supervisor
ISD—Instructional System Development
JTS—Joint Tactics Squadron
MAF—Mobility Air Force

MCL—Master Course Listing
MDP—Maintenance Deployment Plan
MEX—Mission Employment Exercise
MMA—Monthly Maintenance Academics
MPI—Maintenance Performance Indicators
MTT—Maintenance Tactics and Training
NAF—Numbered Air Force
ODP—Officer Development Profile
OST—Off-Site Training
OTA—Oracle Training Administration
PA—Privacy Act
PFT—Physical Fitness Testing
POI—Plans of Instruction
RDS—Records Disposition Schedule
SEI—Special Experience Identifier
SIE—Self-Initiated Eliminations
SOF—Special Operations Forces
TTP—Tactics/Techniques/Procedures
UDM—Unit Deployment Manager

Attachment 2**USAF ADVANCED MAINTENANCE AND MUNITIONS OFFICER
SCHOOL NOMINATION****Captain Buck C Rogers**

(NOTE: ONE WORD DOCUMENT, ADD ENDORSEMENT LETTERS AT THE END)

- TAFCSO: 21 May 95
- DOR: 21 May 99
- AFSC: 21A
- Total Operational Unit Logistics Experience: AFSC 21A: 6 Years (as of Aug '02)
- AFSC 21R or 21S/T/G: 1.5 Years
- Aircraft supported by MDS and length of time

DEPLOYMENT HISTORY

- Operational (ONW, OSW, OEF, ONE, ETC.)
- Training (Red Flag, Maple Flag, Air Warrior, Combat Archer, Ulchi Focus Lens, etc.)

SECURITY CLEARANCE

- Secret (SSBI-960503)

EDUCATION**- Civilian**

- BA, American History, Boston University, 1995

- Military

- List all AFSC related schools and PME with dates attended
- Include Distinguished Graduate award

OFFICIAL DECORATIONS

- List all from highest to lowest

AWARDS (Squadron, Wing, MAJCOM and AF level)**CURRENT DUTY TITLE AND DATE ARRIVED
STATION**

- Sortie Generation Flight Commander -- Arrived Langley AFB: 23 Mar '00

DUTY HISTORY

- By unit from current to oldest

NOTEWORTHY ACCOMPLISHMENTS

- List position held in units above and what you accomplished while assigned there from current to oldest

HOME MAILING ADDRESS

1107 Muskrat Dr, Hampton, VA
23666 Home Phone: (757)-575-
5555

Attachment 3

NOMINATION LETTER OF ENDORSEMENT

MEMORANDUM FOR HQ ACC/A4Q
ATTENTION: USAF AMMOS BOARD CHAIRMAN
130 ANDREWS ST, STE 211 (BLDG 703)
LANGLEY AFB, VA 23665-2791

FROM: 1 FW/CC

SUBJECT: Nomination for USAF Advanced Maintenance and Munitions
Officers School (AMMOS), Captain Buck C. Rogers

1. Captain Buck C. Rogers is my number one choice for the USAF Advanced Maintenance and Munitions Officers School, AMMOS, class XXX. He has earned my highest recommendation and is a star performer and combat leader.

2. Captain Rogers has proven himself to be an outstanding officer. His amazing record of accomplishment speaks volumes about his dedication to excellence and his potential as an AMMOS graduate. His impact on mission accomplishment as a maintenance officer has directly improved the 1FW's combat capability.

3. *A short summary of Capt Roger's aircraft maintenance and munitions operational experience and achievements*

4. I have only seen a few officers of Captain Rodgers caliber during my career. The Air Force will reap big dividends from his attending the AMMOS. Select him for the AMMOS on this board!

//SIGNED//

I Am Best, Colonel, USAF

Attachment 4

REQUIREMENTS FOR AWARD OF 3RD USAF AMMOS SEI

TASK	TASK, KNOWLEDGE AND TECHNICAL REFERENCES
1	Facilitate development of MXG (or equivalent) Flying Hour Program inputs.
2	Facilitate MXG (or equivalent) annual maintenance capability assessment.
3	Review all MXG (or equivalent) 9302, 7108, 8405 (or equivalent) submissions, for a minimum of one quarter.
4	Develop and present a Health of the Fleet assessment/summary to the MXG/CC and OG/CC (or equivalent).
5	Tailor & Instruct: WMPs (Vols. IV & V), SORTS & ART (and UTC basics), USAF FHP, Capabilities Assessment, Expeditionary Site Selection, TPFDD Review, Deploying Equipment & Cargo, Deploying Personnel, AMC and the User, and Air Tasking Cycle.
6	For a minimum of one quarter, review MXG (or equivalent) SORTS & ART reports (as applicable) and facilitate get well actions.
7	Develop and execute MXG (or equivalent) plan for aircraft/nuclear generation efforts in support of an ORE/ORI/NSI/NSAV/Strategic Brigade Drop/Joint Forcible Entry Exercise/major exercise (or equivalent).
8	In coordination with UDM & IDO, integrate aircraft generation plan with the IDO's preplanned operations & maintenance DSOE and load plans.
9	Review and compare UCML, DOC statement, WMP, and Wartime Consumable Distribution Objective. Coordinate findings, shortfalls, and/or inconsistencies with IDO, Wing Weapons Shop and present results to chain of command, to include MXG/CC (or equivalent).
10	Review munitions portion of In Garrison Expeditionary Site Plan and applicable Expeditionary Site Plans and coordinate findings, shortfalls, and/or inconsistencies with Wing Weapons Shop and present results to chain of command, to include MXG/CC (or equivalent).
11	Analyze wartime munitions employment plan (MEP) and present findings, shortfalls, and/or

	inconsistencies to applicable chain of command, to include MXG/CC (or equivalent).
12	Perform a review of the MXG (or equivalent) data integrity team to ensure compliance with AF/MAJCOM guidance and assess its effectiveness in identifying/correcting root causes to data integrity problems. Present findings/recommendations to MXG/CC.

Attachment 5**REQUIREMENTS FOR AWARD OF 3RD USAF AMMOS SEI**

TASK	TASK, KNOWLEDGE AND TECHNICAL REFERENCES
1	Participate in at least one Aircraft Maintenance and Munitions Tactics Conference.
2	Evaluate prerequisite products and lessons produced by potential USAF AMMOS candidates.
3	Evaluate and provide feedback for at least three USAF AMMOS graduate lessons.
4	Analyze Wing/NAF/MAJCOM maintenance capability assessments, as applicable.
5	Review Wing/NAF/MAJCOM maintenance AEF/Global Mobility/Special Operations enabler requirements
6	Review, analyze, and develop feedback for MAJCOM and higher maintenance/logistics publications